***Before you submit an OPRA, did you look for the information on line?***

**Property Taxes & Liens:**

* [www.wtmorris.org](http://www.wtmorris.org)
* Menu along the top, select Make a Payment
* Enter Block and Lot information OR enter address
* Results will contain Tax Payment history and note property liens.

**Surveys.** Surveys are documents privately obtained by the property owner for the purpose of their purchase or sale. ***These documents are not filed with the Township***. Sometimes if a property owner makes improvements to their homes a survey is submitted as part of their documentation for permits in the Building/Construction Office or submitted to the Planning & Zoning Office for variance consideration.

**Minutes & Agendas**. All Township Committee Meeting Minutes (once approved) and agendas can be found on line. Minutes & Agendas for most Commissions, Committees, and Boards can also be found online.

**Zoning Maps.** View the online Zoning maps to review easements, historic zones, highlands zones, open space.

* [www.wtmorris.org](http://www.wtmorris.org)
* Departments -> Zoning Enforcement
* View the links to the various maps

Visit the **Municipal Utilities Authority** ([www.wtmua.org](http://www.wtmua.org)) to see if the property you are inquiring about is serviced with public water and sewer.

**Resolutions & Ordinances.** Township Resolutions & Ordinances can be found on line under the Township Committee Tab.

**Deeds.** Search on line at the Morris County Clerk’s Website for property deeds. <http://mcclerksng.co.morris.nj.us/recordsng_web/default.aspx>

**OPRA Requests are requests for records. Be specific about the records you are looking for in your request. We are not required to conduct a search; we are required only to retrieve the specific records you request.**

* **“Anything and everything for 123 Main Street” is not a valid request and will be denied**
* **“ Open & Closed Building Permits and Septic Plan for 123 Main Street” is a valid request**

**Print clearly or type your request. If we cannot read your writing, we cannot get you the information.**

**Sign the OPRA form in appropriate place.**

**Each individual township department will contact you to provide your requested documents.**

**The Township has 7 business days to respond to your OPRA request. If you do not receive it within 7 days, please contact the Township.**